



City of Warrenton
200 West Booneslick
Warrenton, MO 63383

Phone: 636-456-3535 Fax: 636-456-8135
www.warrenton-mo.org

Pool Party Room Rental Contract - Winter

Visit the Aquatic Center webpage to view a calendar of available dates www.warrenton-mo.org

Name: Phone Number(s):
Address: City: Zip Code:
Email: Anticipated Total Number of Guests:
Date of Party Party Package # Party Price \$ Deposit \$ Total \$

Check Box Below For the Day of Week & Time of Party

- Monday 4-6PM Saturday 12-2PM Sunday 1:00-3:00PM
Thursday 4-6PM Saturday 2:30-4:30PM Sunday 3:30-5:30PM
Friday 4-6PM Saturday 5-7PM

- You are welcome to bring food and drink items into the facility during your event, however all food and drink items must be kept in the party room area.
The party room will not be reserved without payment in full, a refundable damage/cleaning deposit, and completed contract.
Parties must be booked a minimum of two weeks in advance of chosen date to accommodate staffing.
For parties of more than 20 guests, it will be the responsibility of the party host to pay the \$4 daily admission fee for every additional guest beyond the maximum number of 20.
Please note that the Party Room can comfortably seat 20 people. If you are inviting more than 20 guests, please be aware that we may not have enough seating for everyone.
A refundable damage/cleaning deposit of \$50 is required.
A party may be rescheduled if done two weeks prior to the original date of party. A processing fee of \$10 will apply. A party may not be rescheduled if less than two weeks from the original date.
Cancellations must be made no later than two weeks prior to the date to obtain a refund. A \$50 processing fee will apply. A party cancelled less than two weeks from the scheduled date will not receive a refund.
Refund checks are payable to the contracted person, and are issued within 10 -15 business days after the contracted date.
For any underage party (attendees under 18), one adult 25 years or older must be in attendance for every 10 attendees, with a minimum of 2 adults.
All children age 13 and under must be accompanied by a responsible person (age 16 or older) while using the facility. The responsible person (age 16 or older) must be in the water, within arm's reach of the child(ren) who are under age 6. There is a maximum of 3 children/responsible person.
Infants and Toddlers in or around the water should be within arm's reach of an adult at all times.
It is the responsibility of the individual signing this contract to enforce rules and regulations as posted at the pool. Failure to do so may result in individuals being escorted from the property, for repeat issues the party may be concluded early, with no refund.

It is hereby agreed that:

I (print name) \_\_\_\_\_, will be in attendance and will be responsible for the conduct of those present. I agree to assume any cost of the damage or facility maintenance, including trash clean up, beyond normal usage. The party room will be left in an orderly and relatively clean condition.

Party Host Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please make checks payable to the City of Warrenton.



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Name of Birthday/Guest of Honor \_\_\_\_\_ Age: \_\_\_\_\_

Party Packages – Check Box

#1 Room Rental Only \$100 10 People \$160 11 – 20 People\* Includes 2 hours party room access, downloadable invitations, and admission for attendees. Does not include refreshments.

#2 Cake & Beverage \$175 10 People \$210 11 – 20 People\* Includes 2 hours party room access, downloadable invitations, admission for up to 20 attendees and paper products.

#3 Cake, Pizza and Beverage \$200 10 People \$240 11 – 20 People\* Includes 2 hours party room access, downloadable invitations, admission for attendees, and paper products.

\*For parties with more than 20 guests, it is the responsibility of the party host to pay a \$4 admission fee for every additional guest. Guests must register at front desk.

Complete Below For #2 or #3 Cake, Pizza, & Beverages Party

For parties of 1-10 guests, one 1/4 sheet cake will be provided. For parties of 11-20 guests, one 1/2 sheet cake will be provided.

Printing clearly, please tell us what you would like the writing on your cake to say:

The cakes will be ordered from the Wal-Mart Bakery. Special/themed decorations and candles are not an option.

Select Cake Flavor: White Chocolate Yellow Marble Rainbow Swirl

Select Type of Icing: Butter Crème Whipped

Select Base Icing Color: Chocolate White Color: (red, yellow, orange, pink, blue, dark blue, purple, green)

Select Trim Icing Color: Chocolate White Color: (red, yellow, orange, pink, blue, dark blue, purple, green)

Select Decoration: Balloons Sprinkles Roses - Choose a color (red, yellow, orange, pink, blue, dark blue, purple, green)

(Theme cakes not available)

Pizza

For parties of 1-10 guests three large single-topping pizzas will be provided.

For parties of 11-20 guests five large single-topping pizzas will be provided.

Please write the quantities of your pizza choices in the spaces below:

Additional toppings are not an option.

Cheese Pepperoni Italian Sausage Meatball Ham Grilled Chicken

Beverages – Select One from the options

Capri Sun Soda 2 liter bottle (Choose 3 total) Coke Diet Coke 7up Root Beer Orange Cream Dr. Pepper

If you are providing entertainment for your party, please describe: \_\_\_\_\_



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**Party Room Sign-In**

Host: \_\_\_\_\_ Party Date: \_\_\_\_\_ Party Time: \_\_\_\_\_

- |           |           |
|-----------|-----------|
| 1. _____  | 16. _____ |
| 2. _____  | 17. _____ |
| 3. _____  | 18. _____ |
| 4. _____  | 19. _____ |
| 5. _____  | 20. _____ |
| 6. _____  | 21. _____ |
| 7. _____  | 22. _____ |
| 8. _____  | 23. _____ |
| 9. _____  | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

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**Office Use Only**

**Did the party have more guests than what was allotted by the host's party package?** \_\_\_\_\_

**Were the daily admission fees for any extra guests collected from the host?** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_



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**Pool Party Room – Clean Up Check List**

- Cleared of clothing and other personal belongings \_\_\_\_\_
- Chairs and tables returned to original location. \_\_\_\_\_
- Trash, paper, and other debris placed in trash cans \_\_\_\_\_
- Pick up any leftover food, cake, or drinks \_\_\_\_\_

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**Party Host Print Name** **Signature** **Date**

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**Manager On Duty Print Name** **Signature** **Date**

**Notes:**

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